

Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification – Fiscal Year 2004

Please type or print clearly and return this sheet **with an original signature** to:

Armando E. Rodriguez, Deputy Assistant Secretary
Diversity Management and Equal Employment Opportunity (06)
810 Vermont Avenue NW, Washington, DC 20420

IDENTIFYING INFORMATION

A. Name and Address of Agency

B. Name and Title of Designated DVAAP Official (include address, if different from above). Telephone and Fax Numbers:

C. Name and Title of Contact Person (Include address, if different from above). Telephone and Fax Numbers:

Certification: I certify that the above named agency: (1) has a current Disabled Veterans Affirmative Action Program (DVAAP) plan and the program is being implemented as required by 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE _____ **DATE** _____

**Department of Veterans Affairs
Instructions for Completing the Annual
Disabled Veterans Affirmative Action Program (DVAAP) Plan
Certification and Accomplishment Report**

In accordance with 5 CFR, Subpart C of Part 720, the Department of Veterans Affairs (VA) is required to submit an annual DVAAP Plan. This is a two-part report that consists of:

1. A **certification that the agency has an up-to-date plan** for the employment and advancement of disabled veterans, and
2. An **accomplishment report** for the prior fiscal year that addresses:
 - a. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled;
 - b. Methods used to provide or improve internal advancement opportunities for disabled veterans;
 - c. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated; and
 - d. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

The Administrations and VACO Human Resources Service are responsible for submitting consolidated reports for their organizations to the Office of Diversity Management and Equal Employment Opportunity (DM&EEO) by July 25, 2003. This report should cover the period from October 1, 2002, through June 30, 2003. Field facility reports are not to be sent directly to DM&EEO. DM&EEO is responsible for consolidating Administration and staff office input into the Departmental DVAAP report.

The Plan Certification format included here is required for all submissions. Updates and additional information may be found on the DM&EEO Web site at www.va.gov/dmeeo.

Note:

- **Facilities having 500 or more employees can be covered either by a local plan or Departmental plan.**
- **Facilities with less than 500 employees are covered under the Departmental plan.**
- **DVAAP plans need to be available upon request from OPM.**
- **Facilities' Offices of Equal Employment Opportunity and Human Resources are highly encouraged to work as teams in completing this report.**

Point of Contact: Noemi Pizarro-Hyman, Lead EEO Manager, DM&EEO, at 202-273-8921 or Noemi.Hyman@mail.va.gov.